

JOB VACANCY ANNOUNCEMENT

U.S. MISSION - ACCRA

October 20, 2014



The U.S. Mission in Accra, Ghana is seeking highly motivated and qualified Ghanaian for the position of **SECRETARY** in the Regional Executive Office of USAID/Ghana. Under the supervision of the Office Director or designee the individual will act as Secretary responsible for effective and efficient execution of all administrative functions for the office, and ensure that administrative support needs of the Office Director, AOTRs (Project Managers) and other staff members are met.

Education & Prior Work Experience: Completion of secondary school and specialized secretarial training is required. A minimum of three years of demonstrated experience as a secretary is required.

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://www.usaid.gov/west-africa-regional/work-with-us/careers>

<http://www.usaid.gov/ghana/work-with-us/careers>

Salary Range: GH¢ 23,369.00 – GH¢ 35, 051.00 p.a. (depending on qualifications and experience)

Interested individuals should submit cover letter, Curriculum Vitae with references and relevant certificates to:

**Regional Executive Office
USAID/West Africa
P.O. Box 1630, Accra**

By Email to: acpersonnel@usaid.gov

NOTE: When submitting your application via email, start the subject line with the position title (secretary). Failure to start subject line with the position title and display of relevant certificate(s) will disqualify applicant.

CLOSING DATE: NOVEMBER 4, 2014

Please note that only short-listed applicants will be contacted.

ALL U.S. AND NON-GHANAIAN CITIZENS, WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY, MUST ATTACH COPIES OF THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO THEIR APPLICATIONS TO BE ELIGIBLE FOR CONSIDERATION. NO RELOCATION EXPENSES ARE PROVIDED TO THE JOB LOCATION: ACCRA, GHANA. IF TRANSPORTATION TO ACCRA IS REQUIRED, IT WILL BE THE EMPLOYEE'S RESPONSIBILITY.

USAID/Ghana anticipates awarding a Personal Service Contract (PSC) regarding this announcement. Note that this does not constitute any guarantee that a PSC will be awarded as a result of this announcement.

POSITION DESCRIPTION FOR SECRETARY

BASIC FUNCTION OF POSITION

Under the supervision of the Office Director or designee, the incumbent will act as the office secretary responsible for the effective and efficient execution of all administrative functions for the office and ensure that administrative support needs of the Office Director, AOTRs (Project Managers), and other staff members are effectively met. Flexibility, customer orientation, diplomacy, discretion, the ability to logically organize and analyze information, attention to detail, and the capacity to complete tasks with limited oversight are all critical to successfully fulfilling the position requirements. Specifically, the incumbent has the following duties.

MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

1. Co-ordinate all administrative functions of the office; maintain the Office Director's calendar and support other office members in setting up meetings including drafting meeting agenda and briefing materials as necessary. **45%**

Co-ordinate schedules, communicate appropriately, and in coordination with those involved determine what preparations are needed. Prepare and process staff members' travel authorizations and vouchers in conformity with the E-2 system; ensure office staff members have the visas and airline tickets necessary for travel; submit and amend electronic Country Clearance (eCC) requests for all office members travelling to other countries.

Draft, review, and/or edit outgoing correspondence for format, grammar, punctuation and typographical accuracy; comply with Mission regulations and procedures; maintain a leave calendar; and time and attendance records for all office staff. In coordination with Executive Office and Human Resources (EXO/HR) and office Director, maintain the training plan for the office. Manage office supplies and equipment maintenance control and ensure administrative coverage for other offices as required.

2. Support implementation of office programs and ensure that critical administrative needs are met. Make arrangements and participate as needed in project management; coordinate meetings (internal and external), prepare, vet, and distribute meeting reports or minutes upon request. Communicate with key counterparts, implementing partners and other USG agencies upon request including facilitating contacts and communications for office staff members. Maintain an updated list of host-government, regional organizations and implementing partner points of contact for office use.

Assist the preparation of various programmatic documents as needed, in compliance with USG, Agency, Mission, and host country policies and regulations. Ensure timely clearance of various project documents, and follow-up on appropriate actions needed from other USAID offices, other USG agencies, host-government, and implementing partners for approval or concurrence. Oversee the proper distribution and tracking of project vouchers to ensure their timely review and payment. Process Global Acquisition & Assistance System (GLAAS) requests upon request. **30%**

3. Oversee implementation of an effective and efficient tracking system for the maintenance and retrieval of all official office files (both paper and electronic) in accordance with the office needs, Mission policy, and OIG standards. Ensure that appropriate persons are promptly informed of

incoming correspondence, an appropriate response is taken, and the action is recorded and filed as needed. **15%**

4. Perform other duties as required. **10%**

REQUIRED QUALIFICATIONS/SELECTION CRITERIA

- A. **Education:** Completion of secondary school and completion of specialized secretarial training is required.
- B. **Prior Work Experience:** A minimum of three years of demonstrated experience as a secretary is required.
- C. **Language Proficiency:** Level IV (fluent) English ability and skill in writing professional report in English is required. Language proficiency will be tested.
- D. **Knowledge:** The incumbent must have knowledge of common project activities, knowledge of GOG structure, NGOs and other donor communities
- E. **Skills and Abilities:** Must have demonstrated ability to work effectively in a team environment including the maintenance of good relationships with host government counterparts, cooperating agencies, and other USAID personnel as essential to ensure the achievement of expected results; must have skills in the use computers (Word, Excel and PowerPoint) and standard software programs used by the USG and operate standard office equipment. Proficiency will be tested.